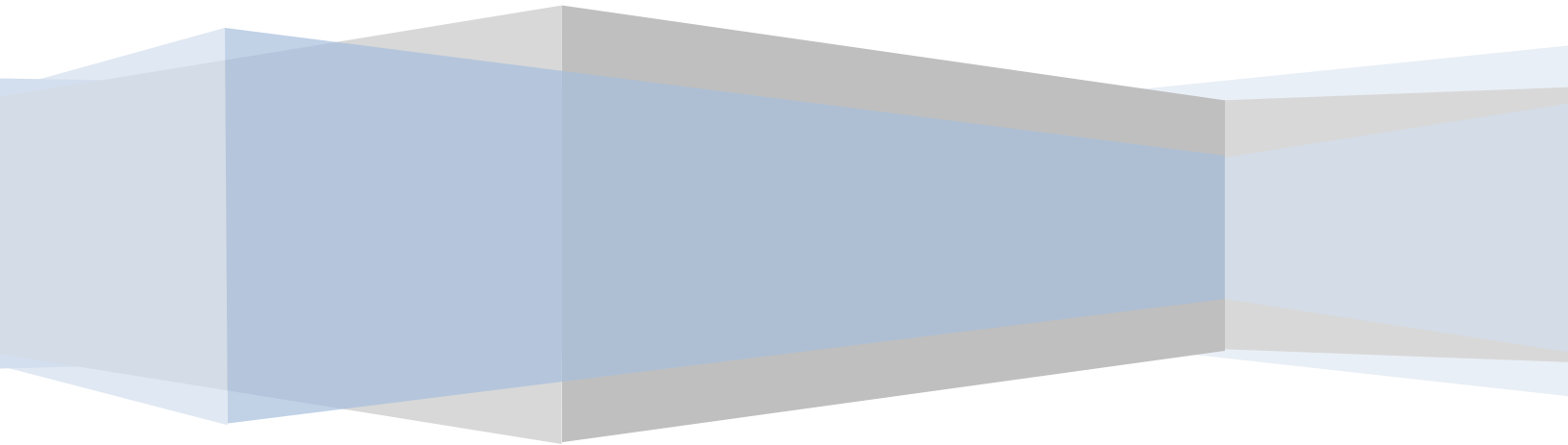# Payments FAIS User Manual

For Program Participant Staff

Version 1.0

Revision History

Version	Change Description	Date
1.0	Initial Version	09/29/2011

Table of Contents

1. General Information

The payments process is the process by which:

- A Program Participant (PP) submits a cash payment request for an agreement, and
- The Food Assistance Division (FAD) processes the payment request

Notice that once a cash request is approved by FAD, a FAD staff person must interact with the FAS financial system to initiate the payment to the PP; the process of interacting with the financial system is outside the scope of this user manual. Notice also that other payment requests, such as those initiated by a Freight Forwarder for transportation, are handled directly by another system and are outside the scope of this user manual. Finally, this user manual only focuses on the details of the payment process as performed by the Program Participant organization, and we describe the FAD payment handling in another volume.

1.1   Access

The payment functionality is available to all PP user roles.

2. Payment Workflow and User Interface

Before describing the payment user interface and workflow for the Program Participant, we present in Figure 1 a diagram depicting the entire workflow of the payment process in order to provide the reader with the full context of the payment process.
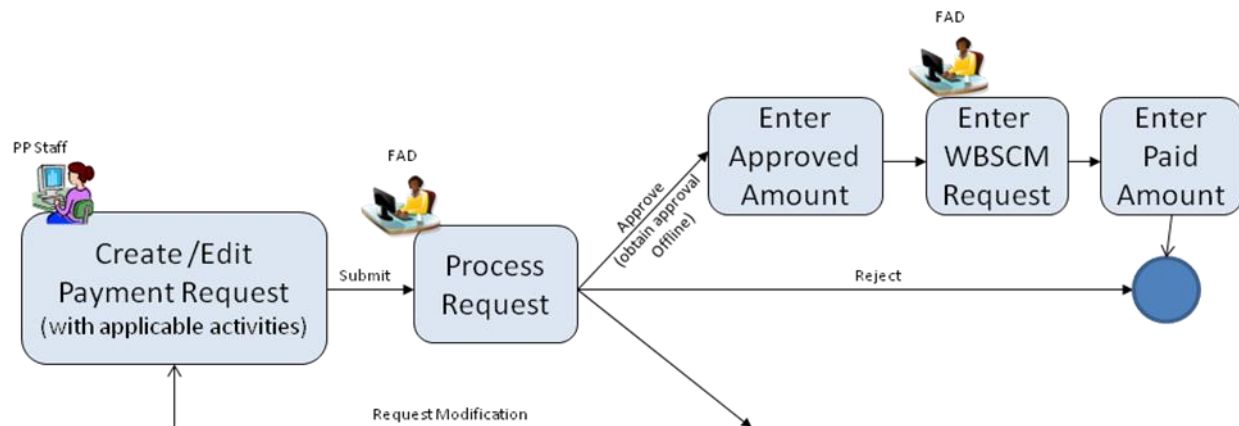

Figure 1 - Payment Workflow.

The Payment workflow in Figure 1 is described as follows:

- The PP initiates a cash payment request for a certain agreement. The request specifies:
  - ➢ The FAD person that handles the payment request
  - ➢ **For Private Voluntary Organizations (PVO):** The project activities for which cash payment is requested and the amount requested for each of the activities. Notice that the list of activities will be populated by the FAIS application and the PVO user must select one or more activities from the full list.
  - ➢ **For World Food Programme:** The list of active agreements. The WFP user must select the agreements for which cash payment is requested and the amount requested for each of the agreements.

- The person designated as the FAD payment handler processes the payment request. The possible actions are:
  - ➢ **Reject:** FAD rejects the payment request. FAD may insert comments explaining the reason for rejecting the payment request.
  - ➢ **Request Modification:** FAD inserts comments and sends it back to the PP. The PP person may edit the payment request and submits it again.
  - ➢ **Approve:** FAD approves the payment request. The FAD person then interacts with other external systems to initiate payment.

2.1. Payment User Interface

The following sections describe the details of the payment workflow. Please notice that the following workflow is also integrated with an **Alert System** that will alert users when an action is taken that requires their attention.

The PP user creates a cash payment request by clicking on the **Payment** sublink from the **Agreement** top menu toolbar. The user may select any of the available values from the **Search Criteria** section to narrow down the list of payments. The user should click on the link **Create New Payment Request** to create a new payment request. This is shown in Figure 2.
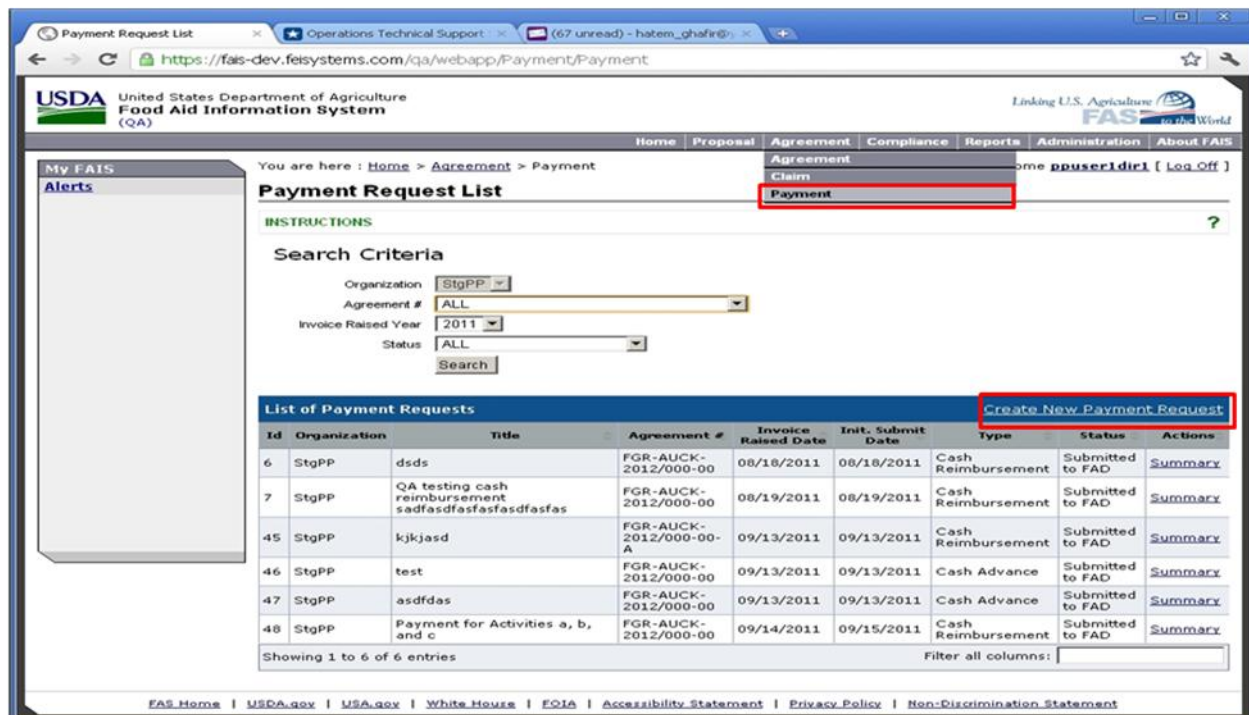
Figure 2 - PP User Creates a New Payment Request.

2.1.1. PVO User Interface

Create New WFP Payment Request

If the PP user is recognized by the system as a PVO user, the screen shown in Figure 3 is displayed.

- **Organization Name:** The organization to which the PVO user belongs is populated by the FAIS application.
- **Payment Status:** Since the payment is being created or edited by the PVO user, a status of "In Progress" is assigned to the payment request.
- **Payment Type:** The user selects either _Cash Reimbursement_ or _Cash Advance_.
- **Payment Title:** The user assigns a title (name) to the request.
- **Invoice Raised Date:** The date when the invoice was created.
- **Agreement:**   The user selects the agreement from the list of active agreements.

- **PP Owner:** The userid who creates the report is populated by the FAIS application.
- **FAD Owner:** The PP user selected the FAD Accounts person to handle this payment request.
- **Payment Description:** The PP user may enter a request description.

Figure 3 - Create New PVO Payment Request.

Edit PVO Payment Details

When the PP user saves the payment request initiation page shown in Figure 3, the PVO user is presented with the screen shown in Figure 4 below. In this screen, the user is presented with a list of all agreement activities.

- The user selects the activities to which this request applies by marking the checkboxes for these activities.
- The user enters the amount requested for each activity in the **Requested Amt ($)** field.
- The user may enter a comment for any selected entry.
- The user saves the payment details by clicking the **Save** button.

Figure 4 - PVO User Enters Payment Details.

PVO User Submits the Payment Request to FAD

The PVO user then clicks the **Submit to FAD** button on the **Payment Summary** page to submit the payment request to FAD, as shown in Figure 5.

2.1.2. WFP User Interface

Create New WFP Payment Request

If the PP user is recognized by the system as a WFP user, the screen shown in Figure 6 is displayed.

- **Organization Name:** The organization to which the WFP user belongs is populated by the FAIS application (in this case, World Food Programme).
- **Payment Type:** In case of WFP, only *Cash Reimbursement* is availavle*.
- **Payment Status:** Since the payment is being created or edited by the WFP user, a status of "In Progress" is assigned to the payment request.
- **Payment Title:** The user assigns a title (name) to the request.
- **Invoice Raised Date:** The date when the invoice was created.
- **Payment Description:** The PP user may enter a request description.
- **PP Owner:** The userid who creates the report is populated by the FAIS application.
- **FAD Owner:** The PP user selected the FAD Accounts person to handle this payment request.

Figure 6 - Create New WFP Payment Request.

Edit WFP Payment Details

When the PP user saves the payment request initiation page shown in Figure 6, the WFP user is presented with the screen shown in Figure 7 below. In this screen, the user is presented with a list of all WFP active agreements.

- The user selects the agreements to which this request applies by marking the checkboxes for these agreements.
- The user enters the amount requested for each agreement in the **Requested Amt ($)** field.
- The user may enter a comment for any selected entry.
- The user saves the payment details by clicking the **Save** button.

Figure 7 - WFP User Enters Payment Details.

WFP User Submits the Payment Request to FAD

The WFP user then clicks the **Submit to FAD** button on the **Payment Summary** page to submit the payment request to FAD, as shown in Figure

8.

Figure 8 - WFP User Submits the Payment Request to FAD.

2.2. Payment History

2.2.1. PVO Payment History

At any moment, a PVO user may look at a payment history that shows:

- **Activity:** This column displays the list of agreement activities for which a payment has been requested to date.
- **Agreement Approved Amt:** For each activity, this column displays the total approved cash payment amounts in the agreement.
- **Payment # - Submit Date:** For each activity, this column displays the payment number which included a payment for this activity, and the date this payment request has been submitted.
- **Total Requested (S):** For each activity, this column displays the requested amount.
- **Total Paid (S):** For each activity, this column displays the paid amount.
- **Total Balance ($):** For each activity, this column displays the balance for this activity. The balance is calculated as the approved amount minus the paid amount.

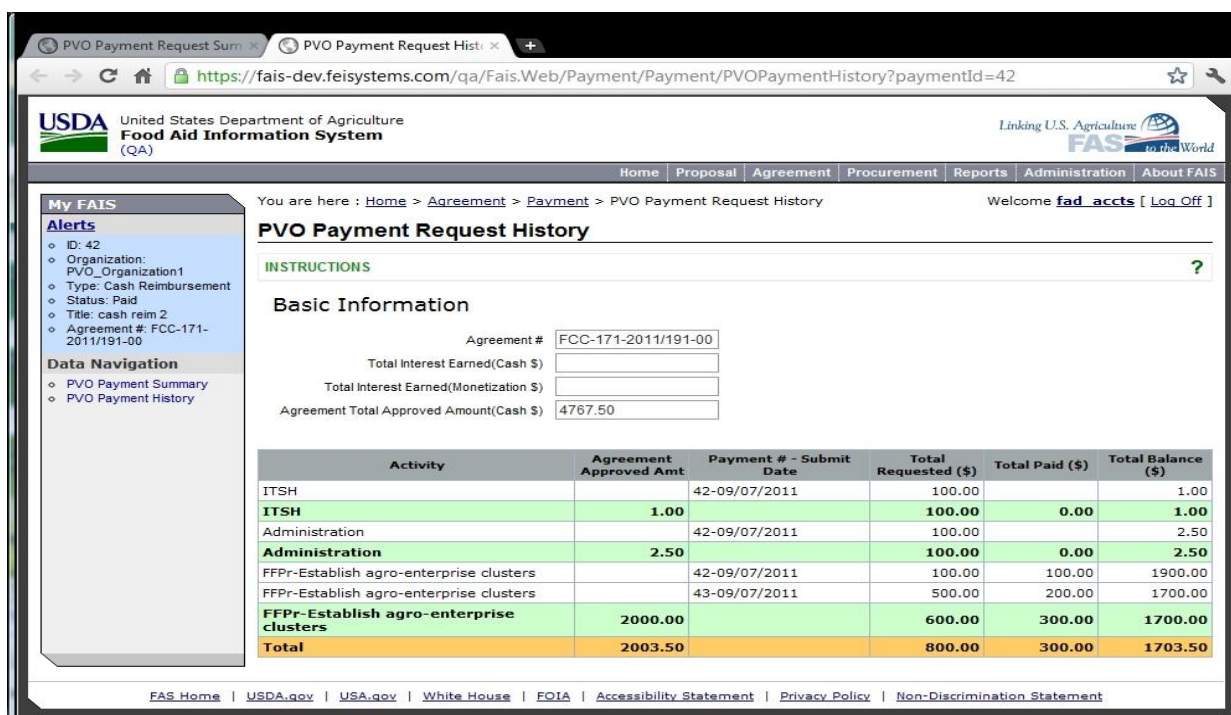The PVO payment history screen is shown in Figure 9.

Figure 9 - PVO Payment History Screen.

2.2.2. WFP Payment History

At any moment, a WFP user may look at a payment history that shows:

- **Agreement #:** This column displays the list of active agreements for which a payment has been requested to date.
- **Agreement Approved Amt:** For each agreement, this column displays the agreement cash amount.
- **Payment # - Submit Date:** For each agreement, this column displays the payment number which included a payment for this agreement, and the date this payment request has been submitted.
- **Total Requested (S):** For each agreement, this column displays the requested amount.
- **Total Paid (S):** For each agreement, this column displays the paid amount.
- **Total Balance ($):** For each agreement, this column displays the balance for this agreement. The balance is calculated as the approved amount minus the paid amount.

The WFP payment history screen is shown in Figure 10.

Figure 10 - WFP Payment History Screen.